



Michael R. Pence, Governor
Mary Beth Bonaventura, Director
Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

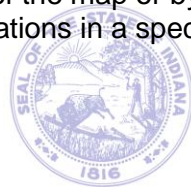
Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Instructions for Fingerprinting in Indiana Indiana State Police

AGENCY PERSONNEL-PRIOR TO DISTRUBUTING THIS FORM TO FINGERPRINT APPLICANTS, CUSTOMIZE THE BLANKS WITH YOUR AGENCY’S INFORMATON PER THE INSTRUCTIONS ON THE VERY LAST PAGE BELOW.

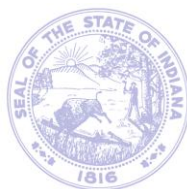
Follow the simple steps outlined below to complete the fingerprinting process if you are a **private adoptive parent**:

1. Using your computer web browser, go to <http://www.identogo.com> and choose Indiana.
2. If registering online is absolutely impossible, you may call us toll-free at (877) 472-6917 to schedule an appointment. Be ready to answer the following questions as indicated below.
3. On the *Welcome Screen* click on the “State of Indiana” on the map or choose “Indiana” from the drop down box and click “go”
4. Click Online Scheduling
5. Choose the language you wish to use for scheduling (*English or Spanish*)
6. Under New Appointment enter the applicant’s first and last name as it appears on the State Issued I.D. (if they do not register with this name it will be changed prior to printing being completed) and click “go”
7. *Select the State Agency or License/Permit category that you are being printed for.* Choose the **Private Adoption Agencies** as your Agency Name from the drop down box and click “go”.
8. *Please select your private adoption agency from the list below.* Choose “_____” from the drop down box and click go. NOTE: If your home study agency or the law firm representing handling the adoption is not listed here in the drop down box, STOP. Contact the home study agency or law firm and have them contact Ken O’Hare at 317-233-5037 to request the agency/firm be added to the fingerprinting registration site.
9. Select the location where you want to be fingerprinted. You may choose by entering a zip code, clicking on the picture of the map or by choosing a region of the state from the drop down box to get a list of locations in a specific area. Once you location has been chosen click “go”



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10. Click on the words **“Click to Schedule”** across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the **“Next Week>>”** link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
11. Complete the demographic information page. Required fields are indicated by a red asterisk (*). All information will automatically be sent to _____ since that is the agency you choose. When complete, click “Send Information”
12. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.
13. You will be presented with payment options. The cost is \$37.95 per applicant. Complete your payment process and click “Send Payment Information”.
14. Print your confirmation page.
15. Bring a current government issued picture ID, such as a state driver’s license or state issued Identification Card, with you to your appointment. If you do not have a current government issued picture ID, your employer should contact the background check unit for prior going to this printing appointment for authorization. Without prior authorization you cannot be printed.
16. Arrive at the facility at your appointed date and time.
17. The Enrollment Officer at the site will check your ID, verify your information (if the name or DOB entered during registration does not match the ID, expect the enrollment office to make these changes prior to printing), verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
18. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
19. All results will be processed and delivered to Indiana State Police for processing. The fingerprinting agency is never in possession of criminal record data results.

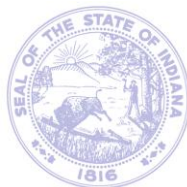


Instructions

This form is made to simply tab to the next blank and type the information that is appropriate for your agency. Save the document and print off and give to the applicant to use during the fingerprint agency registration process

Blanks in Question 8, and Question 11, Type in the name of your agency exactly as it appears in the drop down box on the fingerprinting registration site.

- ❖ <http://www.identogo.com/> (also referred to as L-1 Identity Solutions, L-1 Enrollment Services, SAFRAN MorphoTrust USA, MorphoTrust, Morpho, IdentoGo by MorphoTrust, USA and/or IBT (Integrated Biometric Technologies).



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